

## Event Tents by The Canopy Company

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### *Rental Contract, Terms and Conditions*

#### **Making Reservations**

Quotes and proposals do not guarantee availability of rental equipment; therefore, we encourage you to reserve your event equipment needs well in advance, especially during the busy summer months. This will insure availability and allow ample time for your order to be prepared.

*Equipment will be reserved only upon receipt of a signed rental contract and a 50% deposit.*

The Canopy Company considers an event to be a maximum of 3 days. If your event exceeds 3 days, additional charges will be applied.

#### **Payment**

Full payment for all rental equipment and any additional services is due prior to pick up, delivery or installation. Credit will only be extended to pre-approved accounts.

#### **Cancellations**

Twenty-five percent of the total contract is non-refundable upon cancellation. If cancellation is within 30 days of the event, the entire deposit is non-refundable.

#### **Damages and Damage Waiver**

We do our best to protect your property during the delivery, installation and removal process. Client agrees to release us of any liability for any damage to any property due to delivery, installation and removal of equipment on your property. This includes, but is not limited to, ruts in grass, scratches or cracks on the installed surface, and high wind related damages. Client also understands that tents are temporary structures and may leak during heavy rain.

In regard to our tents and accessories, a fee will be assessed to the client for any property damaged during their event that is not caused by an act of God.

In regard to our dance floor, client understands that in order for our technicians to assemble and disassemble, the ground and equipment must be as dry as possible. Please refrain from watering the grass three days prior to installation. All accidental spills should be cleaned immediately but the dance floor should not be hosed down or exposed to excessive water.

Responsibility for equipment remains with the customer from the time of delivery, pick up or installation, to the time of return. Please ensure that equipment is secure when not in use and protected from the weather. We do charge for missing, broken, burned or damaged items. If you discover a broken item when receiving your equipment, please take a photo and notify us

IMMEDIATELY so that we may adjust your contract. If you do not do so, it will be assumed that damage occurred while in the care of the customer.

Client agrees that if any legal proceedings are brought against us to recover compensation for injuries of individuals or damages to personal property occurring in connection with the event, client will provide a defense for us and any of our employees named in such proceedings and will indemnify us and our employees for any judgment rendered against them.

### **Weather Plan**

Client understands that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain. However, there may be situations, particularly those involving strong winds and lightning, in which the tents will not provide protection and may even be damaged or blown over. Evacuation of tents to avoid possible injury is recommended when severe weather threatens the area where the tents are erected. People must leave the tents and not seek shelter in tents during such conditions. It is best to evacuate when in doubt.

We offer an available technician who will assist with weather assessment and equipment maintenance while your tent is in place. This extra service is an additional charge (based on location of event and hours of service involved). If client declines those services, client understands that it is client's responsibility to be aware of changing weather conditions and to exercise its best judgment with regards to the evacuation or stabilization of tent.

Client agrees that in the event of a predicted or actual storm or excessive winds, we may dismantle any equipment that has been previously installed to ensure safety of all involved. We do not issue refunds for tents that need to be dismantled due to weather conditions.

### **Tables, Chairs and Additional Event Equipment**

Tables and chairs may be delivered by us or picked up by the customer per the request of the customer. The Canopy Company does not provide set up and take down of tables and chairs. Delivery is available to the door at street level. Additional delivery charges will occur for 2nd floor or higher locations or excessive distance for loading and unloading trucks. Our delivery personnel are instructed to neatly stack all items in a mutually convenient place on delivery. Our count of items must be accepted unless we are notified IMMEDIATELY. NO CREDIT will be given for unused or no longer needed equipment unless it is removed from the order within 30 days of your event.

All breakage, loss, and cleaning charges are in addition to rental charges. Tables and chairs should be wiped clean, knocked down and stacked ready for pickup. All items should be assembled in a single location, as specified earlier, ready for pickup. Items not meeting these conditions are subject to additional fees. For items not stacked and ready for pick-up, an additional \$50 will be charged for under 75 items; if number exceeds 75, person will be charged the original \$50 and \$1 per additional item.

Dance floor, pergola and DJ equipment will be delivered and assembled by the Canopy Company. All price quotes will include these services.

## Tent Installation

Installation of a tent must be done correctly for the protection of the users, the tent, and ultimately the success of your event. Therefore, it is our strict policy that all installations and take downs are done by our experienced crews. All prices quotes will include these services.

## Preparation for Installation and Take down

The first step our crews take installing a tent is to spread it flat on the ground where it is to go up. Please have the area completely clear of obstructions before we arrive at the job-site. If the tent is to be erected on a lawn, please refrain from watering the lawn three days prior to installation. In like manner, the tent must be totally empty before we can take it down. Fees will be applied if these policies are not met. The tent crew must be notified of any underground water, electrical or sewage lines. **It is renters responsibility to complete a FREE line locate service (800-849-2476) and provide information to crew members before installation. Number may be different in your area.**

## Asphalt Installation

Erecting a tent on an asphalt surface is a routine operation requiring that we drive iron stakes approximately 3-foot-long and 1 inch in diameter through the surface. We fill the holes with ready-mix asphalt immediately after the stakes are removed. There will be minimal damage to the asphalt.

## Concrete Installation

When a tent is installed on a concrete surface, stakes cannot be used. We must drill holes through the concrete and screw in eye-bolts. We guide ropes to the eye-bolts to anchor the tent. Upon removal, we remove the eye-bolts and leave shields to fill the holes. We charge \$14.00 per hole for this service.

## Permits

It is the responsibility of the renter to check with your Building Permit and Fire Departments prior to the installation date to confirm the requirement of permits. We will assist you in any way possible, but these clearances do remain the responsibility of the renter.

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All collections fees, attorney fees, court costs, or any expense involved in the collection of rental charges will be client's responsibility.

I have read and agree to the above Terms and Conditions and acknowledge receipt of same.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Client Information**

Client Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

How did you hear about us and/or who referred you?

\_\_\_\_\_

**Event Information**

Event Contact Person/Phone/Email (if not yourself):

\_\_\_\_\_  
\_\_\_\_\_

Type of Event (Wedding, reunion, etc.): \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Driving Instructions/GPS or Markers:

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\_\_\_\_\_  
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Line Locate Service Information (See Preparation for Installation Section):

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**Thank you for choosing The Canopy Company! We appreciate your patronage and will do everything we can to provide quality service and a positive experience.**